

THE PUBLIC LIBRARY



CHATTANOOGA-HAMILTON COUNTY, TENNESSEE

PUBLICLIBRARY

EXECUTIVE DIRECTOR RECRUITMENT

THE COMMUNITY

Chattanooga-Hamilton County, Tennessee, with a population of 337,175, is located in a geographically gifted area of mountains and rivers and connected to the south's major cities by a network of interstate highways.

Chattanooga is blessed with a natural environment which is unrivaled in its beauty and diversity. Additionally, the area's climate is moderate while still offering four distinct seasons.

Chattanooga has become one of the most transformed cities in the country. "Outside Magazine" named it one of the "Best Towns in Which to Live" in 2009 and "The New York Times" cited Chattanooga as an "...undiscovered gem of Tennessee." The 4th largest city in the state, Chattanooga is located in southeast Tennessee. The local economy includes a diversified mix of manufacturing and service industries, four colleges and several preparatory schools known throughout the South. Chattanooga was recently selected as the site for Volkswagen's new US site which will add thousands of new jobs. Chattanooga has become known and widely emulated for its citizen-participation visioning processes which were first used in the 1980's to set goals for the community's future. Most important issues facing the community are still routinely subjected to citizen input for the creative and collaborative plans that result from engaging an interested and informed citizenry.

The city has received national recognition for the renaissance of its beautiful downtown and redevelopment of the riverfront. This has afforded Chattanooga citizens and visitors direct access to the Tennessee River for recreational opportunities via the Tennessee Riverpark, an extensive 8 mile greenway and park system. Chattanooga's dedication to the enhancement and redevelopment of its river and other natural areas has made Chattanooga an attractive location for outdoor enthusiasts and competitors.

Chattanooga has a rich arts scene as well. Museums like the Hunter Museum of American Art and Houston Museum of Decorative Arts anchor the visual arts community. Music enthusiasts enjoy the Chattanooga Symphony, Riverbend Festival and



Nightfall, both of which are outdoor summer festivals which attract thousands. Children are entertained, educated and enthralled by the Creative Discovery Museum and book lovers flock to the bi-annual Southern Writers Conference.

All told, Chattanooga has what it takes to justify the title, "best mid-sized city in the nation".



THE LIBRARY

The Chattanooga-Hamilton County Bicentennial Library serves the residents of Chattanooga and surrounding Hamilton County with a central facility in downtown Chattanooga and four branches serving outlying areas. Branch libraries are open a combined total of 180 hours, five days a week and the central library is open 62 hours per 6-day week.

The library's stated mission is to excite the community about the many resources and experiences people discover in books and beyond. A major strength is early literacy and children's programming. Lapsit is offered as a series of 6 weekly sessions and there is usually a waiting list to participate. Early literacy computer stations are available at all libraries. Each library location offers weekly Preschool Story Time and Adventure Clubs for elementary school-aged children.



Unique to this library system is the M.O.R.E. (Making Our Reading Enjoyable) program started in 1969 with a Library Services & Technology Act Grant. M.O.R.E. introduces books to promote literacy and a love of reading to children in area daycare centers. Library staff service 38 daycare centers serving over 1,000 disadvantaged children every month. Staff visits include story time and the delivery of approximately 50 books and CDs.

By the Numbers

Service Area Population: 337,175

Budget (FY09/10): \$5,280,000

Expenditures per capita: \$17.04

Circulation (FY09/10): 837,338

Circulation per capita: 2.71

Number of programs (FY09/10): 1,935

Program attendance: 52,829

Web Hits (FY09/10): 36,296,193

FTE Staff: 88

Registered borrowers: 104,238

Holdings – Book Stock: 433,133

Holdings – Audio Visual: 21,092

In 2010, 5,051 children joined the summer reading program and logged 159,000 books read. Over 1,000 attended the program's Grand Finale party. Teens and adults participated in their own reading program adding almost 1,000 readers to the list.

One of the largest genealogical collections in the southeast can be found in the Downtown Library's Local History and Genealogy Department. The collection contains extensive printed materials, a newspaper clipping file dating back to the late 1800's, more than 6,000 online historical photographs, a manuscript collection and an exclusive Cherokee Heritage collection.

Of major importance is the renewed interest in making the library system worthy of a city which has become known for its world-class facilities and public/private partnerships. The community is engaged in a conversation to focus attention and additional resources on this important institution.

THE POSITION

The Director is responsible for the management of the library system in accordance with the policies established by the Library Board of Directors and the City of Chattanooga. Working with a team of library administrators, the director:

- Plans and directs all phases of library system operation
- Works collaboratively with the Library Board, community stakeholders, and library staff to plan for the future of the library
- Develops and recommends service policies to the Library Board
- Prepares written and oral reports for the Library Board
- Confers with elected officials, community organizations, and the public and explains the library system's objectives, policies, services, and needs
- Prepares the annual budget for review by the Library Board and submission to the Mayor and City Council
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Plans new and remodeled library facilities and furnishings
- Studies local community and current library methods and modifies the library system to meet community needs and professional standards
- Instructs supervisory personnel about general policies and procedures and conducts staff conferences and meetings
- Supervises staff and models expected behavior
- Confers with and advises library managers concerning problems related to the provision of library services

The Library Director is an "at-will" position and serves at the pleasure of the Board of Library Trustees. Although the Director reports to the Board, he/she will be an integral part of the City's executive management team and will represent the Library in City-wide initiatives.

COMPENSATION

The Chattanooga-Hamilton County Library offers an excellent compensation package:

- Salary negotiable to \$121,000
- Vacation earned at rate of 13 hours/month
- Defined benefit pension plan
- Affordable health insurance currently offered through Blue Cross/Blue Shield of Tennessee
- Employee wellness program which includes: free primary care clinic, full service pharmacy and fitness center

Additional information at:
www.chattanooga.gov

CHALLENGES & OPPORTUNITIES

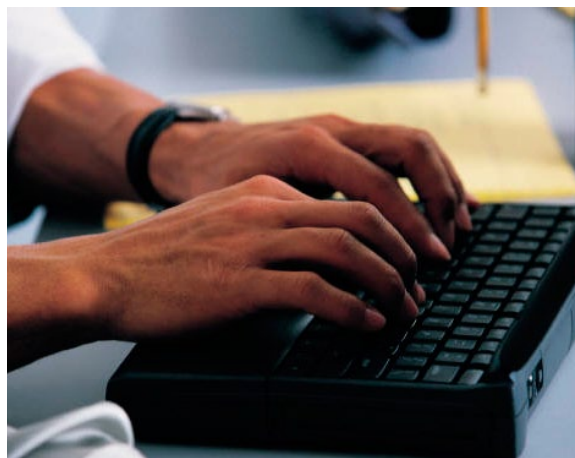
- Provide outstanding public service during a period of static revenue and increased use by reallocating existing resources
- Communicate the importance and value of library service in the digital age and increase public awareness of services the library provides
- Create and implement a community-based strategic plan that is responsive to local needs
- Develop new or improved service models that effectively align staffing with the library's service priorities
- Plan new and renovated facilities that are efficient to operate and provide a welcoming environment for the public
- Deploy technology that improves the customers' experience
- Identify and implement a governance structure with clear lines of authority and responsibility
- Mentor and coach staff to prepare them to assume leadership positions as they become vacant

EDUCATION & EXPERIENCE

Highly qualified candidates will have a Master's degree in Library Science from an ALA-accredited graduate program and ten years of public library experience, including five years of supervisory and three years of administrative experience.

Any combination of education and experience which provides the requisite knowledge, skills, and abilities will be considered.

May be required to acquire and maintain a valid Tennessee driver's license.



THE IDEAL CANDIDATE

STRATEGIC THINKER

- Thinks strategically and makes sound decisions under pressure
- Is skilled in strategic planning and plan implementation
- Seeks to create an environment where excellence and innovation can thrive
- Effectively leads and manages change
- Is a creative problem-solver
- Has a knowledge of current trends and best practices in libraries

COMMUNICATOR

- Provides timely, accurate, and relevant information on critical issues to library staff, colleagues, and the public
- Identifies the key concepts and issues to be communicated in complex situations
- Communicates openly, clearly, logically, and concisely
- Is able to develop and communicate a shared vision of library services
- Has a sense of humor

MANAGER

- Demonstrates outstanding management skills
- Empowers staff with the authority and resources to carry out delegated responsibilities
- Makes wise and fair decisions based on solid facts
- Mentors staff and fosters a team environment
- Excels in developing, leading, and motivating staff
- Has a demonstrated record of effective fiscal management and budgetary planning
- Has excellent project management skills
- Understands and uses effective measurement and evaluation methods
- Is forward thinking and has a positive track record in implementing appropriate leading edge technologies

RELATIONSHIP BUILDER

- Is able to work collaboratively and harmoniously with library staff and other key stakeholders to achieve the library's mission
- Works successfully with local elected officials and with City and County employees
- Is willing and able to be an effective, visible library spokesperson in the community
- Is customer service-oriented
- Has a history of responsiveness to staff, library users, and community residents
- Acts with a high level of integrity and develops relationships based on dependability and honesty
- Is active in professional and civic organizations

HOW TO APPLY

To be considered for this exceptional opportunity, please submit a letter of interest addressing how you are the ideal candidate, a resume, and contact information for a minimum of three references to:

June Garcia
1195 South Harrison Street
Denver, CO 80210

Applications received by April 29, 2011 will receive first consideration, but the position is open until filled.

Inquiries are welcome.
Please contact June Garcia at 303 522-2225 or June@JuneGarcia.com



Photographs of Downtown Chattanooga Courtesy of the Chattanooga Area Convention and Visitors Bureau.